

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington DC 20350-2000

OPNAVINST 7220.7D  
N13F  
12 September 1996

OPNAV INSTRUCTION 7220.7D

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) PROGRAM

**Ref:** (a) NAVPERS 18068F  
(b) DODINST 7280.3 of 15 Apr 87 (NOTAL)  
(c) SECNAVINST 1160.1A  
(d) NAVPERS 15839  
(e) CNETINST 1550.9B  
(f) SECNAVINST 7220.38E

**Encl:** (1) Foreign Language Proficiency Pay (FLPP) Award Levels  
(2) Foreign Languages, Codes and Difficulty Categories

**1. Purpose.** To issue revised criteria for designating eligible personnel for the Foreign Language Proficiency Pay (FLPP) Program and to provide instructions for administering the program. This instruction contains extensive changes and should be reviewed in its entirety.

**2. Cancellation.** OPNAVINST 7220.7C.

**3. Summary of Changes.** This instruction adds authorization for continuous FLPP for Special Warfare (SPECWAR) officers (113X) and SPECWAR enlisted members with Navy Enlisted Classifications (NEC) 5323 or 5326. Detailed descriptions of the NECs may be found in reference (a). Language proficiency one (LP-I) is deleted from enclosure (I). The CTEP Diagnostic Examination (CDE) is removed as a testing basis for FLPP. Enclosure (I) proficiency criteria are revised and corrected.

**4. Policy.** References (b) and (c) establish policy and minimum procedures for administration of the

FLPP program. This instruction amplifies provisions of references (b) and (c) from a service component perspective and provides additional guidance/clarification where necessary. Foreign language skills are, by nature, highly perishable and require constant practice to maintain. The initial cost of language training is substantial. Some languages require up to 63 weeks of concentrated study to achieve minimum skills. Attaining workable proficiency requires even more time. Moreover, the cost of retraining skills that will atrophy through non-use can be prohibitive. The cost in time for refresher training ranges from 8 weeks to 22 weeks, depending on language difficulty. It is cost-effective to encourage members to retain and improve language skills that require repeated (not necessarily repetitive) use during a career.

**5. Personnel Eligible for FLPP.** Personnel are eligible for FLPP as follows:

a. Cryptologic Technician (Interpretive) (CTI) personnel possessing a foreign language NEC code(s).

b. Non-CTI personnel serving in billets certified by an appropriate Resource Sponsor as having valid foreign language requirements.

c. Enlisted personnel holding NEC 9520 (Consecutive Foreign Language Translator).

d. Qualifying Enlisted Combat Swimmer (SEAL) personnel holding NECs 5323 and 5326.

e. Special Duty Intelligence Officers (163X) holding an Area Intelligence Subspecialty (XX18), and Special Warfare Officers (SPECWAR) (113X).

f. Any servicemember who is assigned temporary additional duty (TEMADD) in an operational linguistic role over 30 consecutive days (no waivers). Individuals in this category are required to be certified via Defense Foreign Language Proficiency Test (DLPT) prior to payment.



**6. Basic Eligibility Criteria.** Eligibility must be verified annually by the member's commanding officer. Members may be paid FLPP if they meet the following requirements:

- a. Entitled to basic pay.
- b. Serving in one of the categories listed in paragraph 5 above.
- c. Certified within the past 12 months as proficient in a language as determined by the DLPT. In cases where no DLPT exists for the working language, individual authorizations from Bureau of Naval Personnel (BUPERS) Pers-221N/Chief of Naval Operations (CNO) (N13F) are required.
- d. Certified in writing by their commanding officers as meeting all eligibility criteria. In cases of questionable eligibility, commanding officers should request clarification from Pers-221N/CNO(N13F).

**7. Continuous FLPP Pay Entitlements.** Provided eligibility criteria are maintained, the following personnel can draw continuous FLPP: CTIs holding language NECs; non-CTI's holding NECs 9520, 5323, or 5326; 163X designated officers with subspecialties XX18; and SPECWAR officers (113X). All others draw FLPP on a temporary basis when assigned to a language coded billet or a command certified foreign language required assignment, or when ordered TEMADD to support a contingency requiring their language skill.

**8. Interruptions to FLPP**

- a. Continuous entitlement to FLPP by virtue of rating, NEC or subspecialty is not affected by Permanent Change of Station (PCS)/TEMADD or other interruptions to PCS assignment (leave, temporary duty (TEM DU), temporary duty under instruction (TEM DUINS), limited duty (LIM DU), etc.)
- b. FLPP entitlement for members not eligible for continuous FLPP terminates upon PCS

transfer/end of TEMADD. Pay entitlement documents will be required to restart FLPP. See paragraph 17 for submitting pay entitlement documents.

**9. Additional Rating/NEC Eligibility Requirements**

**a. CTI Personnel.** CTIs must hold the language NEC in which they are testing and must demonstrate proficiency in listening and reading. Speaking proficiency cannot be substituted for either of the other two proficiency categories. CTIs in a duty under instruction (DUINS), TEMDUINS, or TEMADDINS status in a foreign language course may use the previous year's exam results or end of course DLPT to qualify for FLPP.

**b. NEC 9520 Personnel.** Members on translator duty must score a minimum of Interagency Language Roundtable (ILR) level 3 in both listening and speaking to qualify for FLPP. Members not on translator duty must score ILR-3 in listening and either speaking or reading.

**c. All Others.** Demonstrate listening comprehension and either speaking or reading proficiency.

**10. Testing Standards.** The DLPT is based on ILR standards. Testing is required annually for all personnel, except those identified in paragraph 9a. Effective 1 October 1995, the DLPT is the only test that establishes eligibility criteria. Activities with CTIs attached are requested to pay particular attention to certifying them, based only on the DLPT.

**a.** The FLPP award level is determined by the lowest score attained on the proficiency areas tested. See paragraph 12 for other proficiency test guidance.

**b.** The DLPT measures listening, reading and speaking proficiency. Speaking proficiency is determined by responses to taped portions of the DLPT or by an oral interview, or a combination of both. With the increasing variety of languages

required, some languages are not adequately covered in all areas by the DLPT (see paragraph 12). Exceptions to the DLPT method for establishing FLPP levels will be considered on a case-by-case basis and will be addressed to Pers-221N/CNO(N13F).

c. Appendix A-1 to reference (e) provides DLPT scoring criteria.

**11. DLPT Administration Procedures.**

Reference (d) provides procedures for ordering and administering tests for the foreign language program.

**12. Other Proficiency Tests.** In many cases, proficiency testing by the Defense Language Institute, Foreign Language Center (DLIFLC) staff or other Federal agencies is possible for languages or dialects that currently lack a DLPT or a DLPT spoken component. In these cases, commanding officers should request additional testing information from the DLIFLC:

Commandant, Defense Language Institute  
Foreign Language Center  
Attn: ATFL-EST  
Presidio of Monterey, CA 93944-5006  
DSN: 878-5228/5428  
Commercial: (408) 647-5228

**13. Award Levels.** Use enclosure (1) to determine the monthly rate for the minimum required proficiency level. Enclosure (2) is the list of designated languages/dialects and associated difficulty category approved for FLPP.

**14. Payment Start/Restart Dates.** FLPP starts, stops or is adjusted on the dates the member's commanding officer certifies and recommends such action.

a. Pers-221N/CNO(N13F) will specify an effective date in responding to FLPP determination of eligibility requests.

b. FLPP discontinued for failure to maintain the minimum level of proficiency may not be re-established until the following fiscal year.

c. Personnel Support Detachments (PSDs) shall terminate FLPP for members who are not eligible for continuous FLPP upon PCS transfer or end of TEMADD period. Once pay has been terminated, it is the individual member's responsibility to initiate application for FLPP.

d. Members augmented to contingency operations in a linguist support role (e.g., Haitian-Creole, Serbo-Croatian) must submit the following within 30 days of completion of TAD in order to receive pay: (1) proof of language proficiency (DLPT or equivalent), (2) a letter from their commanding officer stating the linguistic support provided, and period of time fulfilling linguistic duties. PSDs are authorized to pay lump-sum FLPP lump sum for period of operation at appropriate language pay level.

e. CTI personnel who have completed formal Navy language training in a language that carries an NEC (e.g., Serbo-Croatian/9197), must have the NEC to be eligible for FLPP in that language.

f. Individuals and commands are responsible for starting and stopping FLPP.

**15. Pay Level Change, Scheduled Termination and Duty Assignment Disestablishment.** If a language-coded billet is disestablished, the member's FLPP will be stopped on the effective date of disestablishment. (Members eligible for continuous FLPP are exempted from this provision.)

**16. Individual Eligibility Termination.** Payment depends on continued qualification and eligibility. Payment will be stopped on the date that a member:

a. Loses eligibility through PCS assignment or reassignment. Pay continues through the day before detachment from the foreign language duty assignment.

**OPNAVINST 7220.7D**  
**12 September 1996**

b. Fails to maintain a minimum level qualification. This includes removal of NEC, reassignment to non-language coded billet, loss of designator or any other administrative action that makes the member ineligible or unavailable to perform language-related duties.

c. Is transferred directly to the U.S. Naval Academy or other programs leading to commissioned status.

d. In the case of CTIs, is denied Sensitive Compartmented Information (SCI) access or is declared ineligible to be a CTI.

**17. Responsibilities**

a. **Unit/Activity Commanding Officers.** Commanding officers shall annually certify eligibility for payment, payment level adjustments or termination of FLPP.

(1) By 1 August of each year, the commanding officer will review eligibility for members to receive FLPP for the next fiscal year. Payments will continue until terminated or modified by the commanding officer, so it is incumbent on commanding officers to meticulously review and document FLPP eligibility thoroughly. To accomplish recertification, commanding officers must verify ILR proficiency levels and validate foreign language billets against the unit's Manpower Authorization (OPNAV 1000/2).

(2) Submit Military Pay Orders, NAVCOMPT 3060, or Source Data System Military Pay Orders when the pay review event is completed.

(3) Upon completion of a DLPT, submit test scores to PSD for inclusion into the Diary Message Reporting System (DMRS)/Source Data System (SDS).

Forward DLPT score sheets to Naval Education and Training Program Management Support Activity (NETPMSA) (Code 332).

**b. PSD**

(1) Process NAVCOMPT 3060 or Source Data System Military Pay Orders, using the effective date(s) provided by the unit commanding officers.

(2) Assist members requesting FLPP by ensuring the data in their personnel records is current and complete. The field service record as well as the Automated Personnel Record maintained by the Bureau of Naval Personnel must be reviewed and updated as necessary. Specific data to be reviewed: Language Identity, Language Listening Proficiency, Language Reading Proficiency, Language Speaking Proficiency, Language Evaluation Method, and Language Qualification Date (see SDS screen M50 or Diary Message Reporting System Manual, section 18).

c. **Service Program Manager**  
(Pers-221N/CNO(N13F))

(1) Resolve questions with regard to FLPP eligibility.

(2) Issue FLPP policy.

(3) Submit FLPP programming and budget issues.

**18. Erroneous Payments.** If a member is erroneously awarded FLPP, recoupment is required. Reference (f) provides procedures for requesting waivers of indebtedness.

**19. Form.** NAVCOMPT 3060 (5-72), Military Pay Order, S/N 0104-LF-710-6101, may be ordered per NAVSUP P-600.

LEE F. GUNN  
Deputy Chief of Naval Operations  
(Manpower and Personnel)  
Acting

**OPNAVINST 7220.7D  
12 September 1996**

**Distribution  
SNDL Parts 1 and 2**

**Chief of Naval Operations  
(N09B34)  
2000 Navy Pentagon  
Washington DC 20350-2000 (250 copies)**

**SECNAV/OPNAV Directives Control  
Washington Navy Yard Building 200  
901 M Street SE  
Washington DC 20374-5074 (60 copies)**

**Order from:  
Naval Inventory Control Point  
Cog "I" Material  
700 Robbins Avenue  
Philadelphia PA 19111-5098**

**Stocked: 300 copies**

12 SEP 1996

FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) AWARD LEVEL

1. Qualifying FLPP levels for personnel with NEC 9520 using the DLPT.

<u>Proficiency</u>		<u>Language Pay (LP) level</u>
Listening	Speaking (1)	
1+	1+	N/A
2	2	N/A
2+	2+	N/A
3	3	LP-4

NOTE (1) 9520 personnel who are not active in a billet requiring translation services may substitute reading proficiency for speaking proficiency on the DLPT.

2. Qualifying FLPP levels for personnel with NEC 5323 and 5326:

<u>Proficiency</u>		<u>Language Pay (LP) level</u>
Listening	Speaking	
1+	1+	N/A
2	2	LP-2
2+	2+	LP-3
3	3	LP-4

3. Qualifying FLPP levels for CTIs:

<u>Proficiency</u>		<u>Language Pay (LP) level</u>
Listening	Reading	
1+	1+	N/A
2	2	LP-2
2+	2+	LP-3
3	3	LP-4

4. Qualifying FLPP levels for all others subject to this instruction:

<u>Proficiency</u>		<u>Language Pay (LP) level</u>
LISTENING	Reading/Speaking	
1+	1+	N/A
2	2	LP-2
2+	2+	LP-3
3	3	LP-4

Enclosure (1)

12 SEP 1996

5. FLPP schedule for monthly payment:

LP-1	None
LP-2	\$50.00
LP-3	\$75.00
LP-4	\$100.00 (1)

Note (1): FLPP may be awarded for proficiency in multiple foreign languages. To qualify for multiple language FLPP, one of the qualifying languages must be required by the billet to which currently assigned. Members proficient in two or more languages will require separate reporting entries for each language via a Military Pay Order, NAVCOMPT 3060, or SDS Military Pay Order. However, only report the languages for which payments will be made. In no case will the monthly rate exceed \$100. Reduce the amount of the second language to ensure the monthly rate will not exceed \$100. Example: Member proficient in Chinese at LP-3 (\$75) and Japanese at LP-3 (\$75). Since the monthly rate may not exceed \$100, the entries would be Chinese at \$75 and Japanese at \$25.

Enclosure (1)

12 SEP 1996

FOREIGN LANGUAGES, CODES AND DIFFICULTY CATEGORIES

<u>Language</u>	<u>Code</u>	<u>Category</u>
Afrikaans	AA	I
Albanian	AB	III
Amharic	AC	III
Arabic	AZ	IV
Arabic-Egyptian	AE	IV
Arabic-Modern Standard	AD	IV
Arabic-Iraqi (Gulf)	DG	IV
Arabic-Maghrebi	AM	IV
Arabic-Saudi	AN	IV
Arabic-Sudanese	AV	IV
Arabic-Syrian	AP	IV
Arabic-Yemeni	AU	IV
Armenian	AR	III
Bengali	BN	III
Botswana	BS	III
Bulgarian	BU	III
Burmese	BY	II
Cambodian	CA	III
Chinese-Mandarin	CM	IV
Czech	CX	III
Danish	DA	I
Dutch	DU	I
Finnish	FJ	III
French	FR	I
Georgian	GG	III
German	GM	II
Greek	GE	III
Haitian-Creole	HC	I
Hebrew	HE	III
Hindi	HJ	II
Hungarian	HU	III
Indonesian	JN	II
Italian	JT	I
Japanese	JA	IV
Korean	KP	IV
Laotian	LC	III
Malay	ML	II
Norwegian	NR	I
Persian-Afghan (Dari)	PG	III
Persian-Farsi	PF	III
Polish	PL	III
Portuguese-Brazilian	PQ	I
Portuguese-European	PT	I
Pushtu-Afghan	PV	III

Enclosure (2)

12 SEP 1996

FOREIGN LANGUAGES, CODES AND DIFFICULTY CATEGORIES

<u>Language</u>	<u>Code</u>	<u>Category</u>
Pushtu-Peshawari	PW	III
Romanian	RQ	II
Russian	RU	III
Serbo-Croatian	SC	III
Somali	SM	III
Spanish	QB	I
Spanish-American	LA	I
Spanish-Castilian	SR	I
Swahili	SW	I
Swedish	SY	I
Tagalog	TA	III
Thai	TH	III
Turkish	TU	III
Ukrainian	UK	III
Urdu	UR	II
Vietnamese-Central	VC	III
Vietnamese-Hanoi	VN	III
Vietnamese-Saigon	VS	III

Enclosure (2)